

Helena Indian Alliance

Medical Assistant Job Description

Position Title: Certified Medical Assistant

Reports to: Clinic Manager

Primary Function: Serves as a Medical Assistant, Electronic Health Record (EHR) Data Entry Clerk and Billing assistant.

Duties and responsibilities:

- Responsible for the analysis and entry of medical information from the EHR encounter and the Resource and Patient Management System (RPMS). Accurate and timely data entry promotes provider/patient continuity, accurate database information, and the ability to optimize reimbursement.
- Operates a computer and printer for the purpose of reviewing medical data for the process of updating or changing health summaries for patient information files.
- Analyzes and interprets medical information in EHR in order to ensure data is accurately entered by the following: final diagnoses, problem list additions and treatment notes; outpatient operative procedures; cause and place of injury; ICD-9CM and CPT codes for billing third party resources.
- Directly participates with medical and nursing staff to clarify documentation in EHR.
- Reviews each encounter, identifying deficiencies, documenting, and reporting operational difficulties, which have a significant impact on system operation to immediate supervisor.
- Responsible for correcting various PCC error reports before transmission of data to Billings Area Office. Ensures errors are corrected in a timely manner. Reports any outstanding problems/errors to the supervisor.
- The Executive Director may at any time add, subtract and/or change the duties and responsibilities and assign the same.
- Other duties as assigned by direct supervisor.

Knowledge, skills and abilities:

- Thorough knowledge of medical terminology including prefixes, suffixes, standard abbreviations, and pharmaceutical terminology.
- Knowledge of anatomy and physiology and major anatomical symptoms.
- Knowledge of ICD-9-CM and CPT codes.
- Certified Medical Coder Preference
- Skill in using a computer for analyzing encounters and notifying providers of data that needs corrections through the EHR broadcast, notifications and templates.
- Ability to use medical references independently.
- Knowledge and skill sufficient to decipher terminology used by providers in EHR.
- Must possess a valid driver's license.
- Must demonstrate component judgment in interpreting and selecting medical terminology and codes that coincide with the provider narratives and notes.

Education/Experience:

- High School Diploma or equivalent and one additional year of education above High School.
- Classes in medical terminology are required.
- Ability to communicate effectively and diplomatically within a multi-functional team.
- Strong organizational skills and attention to detail.

- Ability to successfully function in a fast paced, service oriented environment.
- Experience in understanding and usage of computers, including Microsoft Word, as well as the ability to learn new applications relevant to the position.
- 6 months would be required to become proficient in all phases of the job position.
- Medical Assistant Certification preferred.

Contact with Others:

- Contacts are with all medical record employees, health care providers, medical coders and third party billing employees.
- Contacts are made to exchange information for development of procedures to handle new requirements, resolutions of operating conditions, and correct errors.

Confidential Data:

- Must adhere to all Helena Indian Alliance confidentiality policies and procedures in the performance of all duties. Position has access to all departmental files, memos, financial records and health records, which are considered confidential.

Responsible for Accuracy:

- Review of work and subsequent procedures would detect most significant errors of job functions. However, more serious errors could result in inefficient operations and loss of revenue. Because information in the electronic health record is the basis for reimbursement as well as clinical decision-making, data entry must be complete and accurate.

Mental/Visual/Physical Effort:

- Close concentration and attention to detail are required while performing the job. The duties of the job routinely require sitting, standing, and walking. May occasionally move more than 10 pounds.

Resourcefulness and Initiative:

- Follows well defined procedures and guidelines in job duties with minimal supervision. Judgment and initiative (to use medical references) to seek answers are required to maintain accuracy, efficiency, and to prioritize work and meet deadlines.

Environment:

- The work is performed in a medical record/office setting. May require travel for training purposes.

Native American Preference: Preference is given to qualified Native American applicants in accordance with the Indian Preference Act. If claiming a preference, a copy of valid documentation must accompany the employment application.

Mail or fax resumes to:

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